

Welcome... to the Air Force Materiel Command's ETMS Web Computer Based Training Presentation on 1556 Tracking for Supervisors!

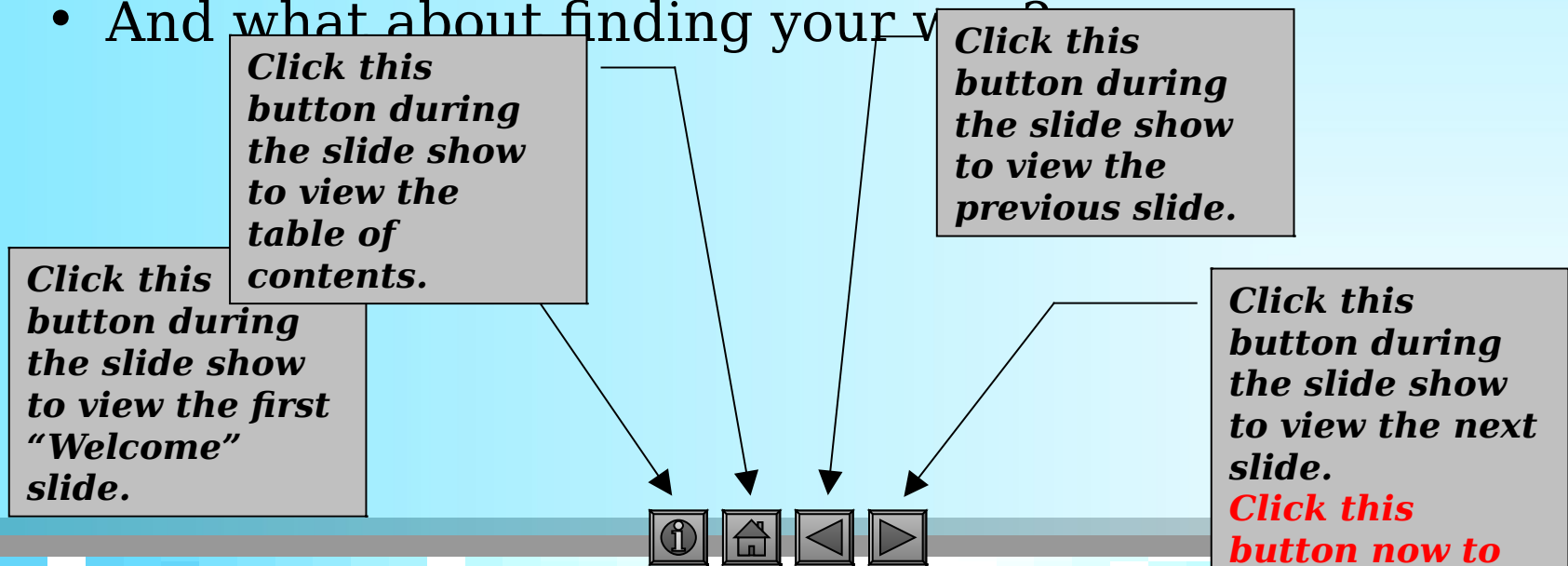
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- And what about finding your way

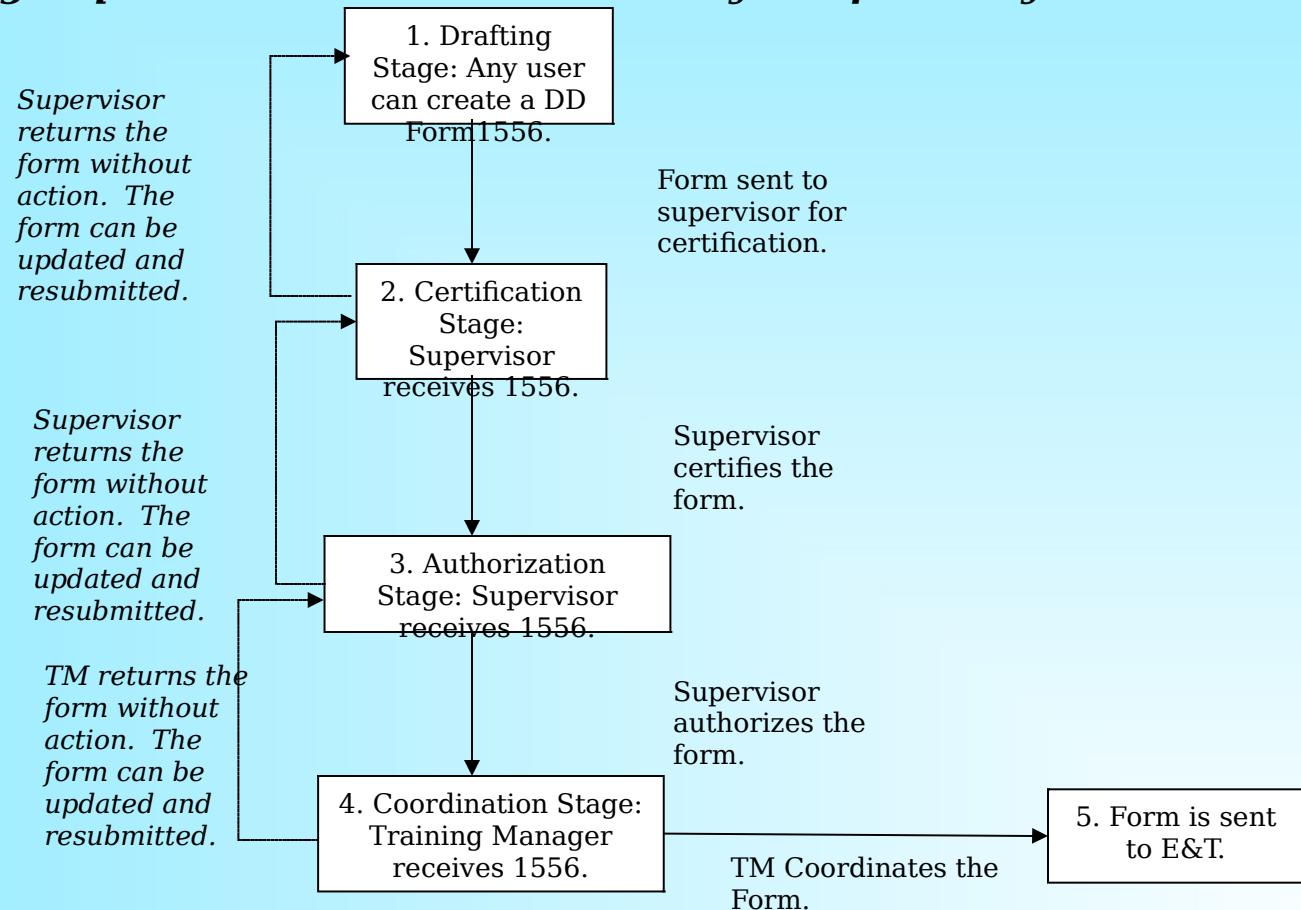


ETMS Web Computer Based Training Presentation Table of Contents

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Overview of 1556 Tracking Process

Once a DD Form 1556 is created, the status of the corresponding training requirement will change from “Validated” to “1556 Generated.” The form must pass through various levels of approval. If the 1556 is approved by all of the necessary unit and E&T officials, then the appropriate funds will be obligated and the training requirement will be automatically completed by ETMS Web.



**To continue,
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1. Drafting Stage

This is the phase at which the DD Form 1556 is generated. Any user who has been granted access to the 1556 tracking process can generate this form. When creating the form, the user will select the supervisor who will be responsible for the *Certification* stage of the process (step 2). The supervisor will need to have access to the employee named on the 1556.

2. Certification Stage

The supervisor selected in step 1 is responsible for this phase of the tracking process.

The supervisor who performs the certification step will have three options:

- a. *Certify* (The process will advance to the next step.)
- b. *Uncertify* (The form will effectively be canceled. No further action may be taken on the form.)
- c. *Return without Action* (The form will be returned to the user who created it. The user will be able to update the form and re-submit it for certification.)

If the supervisor is not certifying a form for any reason (as in cases b and c), the system will force the supervisor to enter comments explaining why the form is not acceptable.

The user performing this step will also choose a supervisor to be responsible for the *Authorization* phase of the process (step 3). The supervisor selected will need to have access to the employee named on the 1556.

**To continue,
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Next Slide**

3. Authorization Stage

The supervisor selected in step 2 is responsible for this phase of the tracking process.

The supervisor who performs the authorization step will have three options:

- a. *Authorize* (The process will advance to the next step.)
- b. *Unauthorize* (The form will effectively be canceled. No further action may be taken on the form.)
- c. *Return without Action* (The form will be returned to the user who certified it. The user will be able to update the form and re-submit it for authorization.)

If the supervisor is not authorizing a form for any reason (as in cases b and c), the system will force the supervisor to enter comments explaining why the form is not acceptable.

The user performing this step will choose a training manager to be responsible for the *Coordination* phase of the process (step 4). The training manager selected will need to have access to the employee named on the 1556.

**To continue,
click on the
Next Slide**

4. Coordination Stage

The training manager selected in step 3 will be responsible for this phase of the process.

The training manager who performs this step will have two options:

- a. Coordinate (The process will advance to the next step.)
- b. Return without Action (The form will be returned to the supervisor who authorized it. The user will be able to update the form and re-submit it for coordination.)

If the training manager is returning a form for any reason (as in case b), the system will force the user to enter comments as to why the form is being returned.

If the training manager coordinates the form, he or she will need to specify what type of unit funds (i.e., GPC or Fund Cite) is to be used for each training expense.

The training manager will also choose an E&T-level user who will be responsible for the next phase of the process (step 5).

5. E&T-Level Stages of Tracking

The steps taken at the E&T level will vary depending upon the type of training being requested. If the form is approved by the necessary E&T-level officials, then the training requirement will be completed.

Click on the Table of Contents button now to return to the presentation's main menu.

As long as the employee has a Validated training requirement, you are ready to Draft a DD Form 1556 for the training requirement. To access the ETMS Web 1556 Tracking functions, you will begin from the ETMS Web Main Screen. The 1556 Functions button will take you to your main menu of 1556 Tracking options.

ETMSWeb Main Screen for Supervisor JIM MCVISOR
Employee Individual Development Plan (IDP Workspace)

Manage IDP	Course Catalog
Recurring Worksheet	Recurring Course Catalog
1556 Functions	
Training Requirements	
Create Requirement	Go
Recurring Training Requirements	
Create Recurring Requirement	Go
System Maintenance	
Change Password	Go

From the main screen, *click on 1556 Functions.*

The DD1556 Module Functions screen is your main menu for 1556 tracking options. To draft a new form you will click on the Draft 1556 button at the bottom of the page. ETMS Web will then prompt you to search for the employee for whom the form will be drafted.

DD1556 Functions

Select a function below from your pending DD1556 items.

DD1556 Status Information	
Saved DD1556's	
Saved Drafts	0
Returned DD1556's	
Returned to Draft	0
Returned to Certification	0
Returned to Authorization	0
Local Unit Funded DD1556's	
Pending Certification	0
Pending Authorization	0

DD1556 Functions	
View DD1556s:	<input type="text" value="Saved Drafts"/> <input type="button" value="Go"/>
Lookup DD1556:	<input type="text"/> <input type="button" value="Go"/>
Cancel DD1556:	<input type="text"/> <input type="button" value="Go"/>
<input type="button" value="Draft DD1556"/> <input type="button" value="Cancel DD1556"/>	
<input type="button" value="View Other Supervisor's DD1556s"/>	

From the DD1556 Module Functions screen, click on Draft 1556.

You can search for a specific employee by last name, or choose the View All Employees option to see a list of all employees to whom you have access.

DD1556 Module Draft DD1556

Search for employee to draft DD1556 for:

Search

Clear

Type in the employee's last name (you may enter just the first 6 characters of the last name if the name is longer than 6 characters) **OR** type the employee's last name and first name separated with a comma. Example: Doe, John

View All Employees

Back to D1556 Menu

Click on View All Employees to continue the tutorial.

The View All Employees Screen shows you a list of all employees to whose records you have access. From this screen, you will select the specific employee for whom you want to draft a 1556.

DD1556 Module Draft DD1556
Select an employee to draft a DD1556 for

Employee	Pas Code	Office Symbol
▶ GILMOUR, DAVID	MU1MF160	CC
▶ LENNON, JOHN	MU1MF160	CC
▶ WATERS, ROGER	MU1MF160	CC

3 total results

***We want to
draft a 1556 for
Roger Waters.
Click on Roger
Waters to
continue the
tutorial.***

After you select an employee, you will be shown any validated requirements built against the employee's IDP. You will specify the requirement for which the 1556 form is to be drafted by clicking on its Course Number.

DD1556 Module Draft DD1556

IDP Records for **ROGER WATERS**

Click on the requirement **Course Number** to draft a DD1556 for it:

Status	Course Number	Course Title	Fiscal Qtr/Year
Validated	NAESA	Annual Elevator Safety Workshop	1/2003

Search for employee

Type in the employee's last name (you may enter just the first 6 characters of the last name if the name is longer than 6 characters) **OR** type the employee's last name and first name separated with a comma. Example: Doe, John

We want to draft a 1556 form for course number NAESA.

Click on the course number to begin drafting the

Once you select a training requirement, you will be prompted to fill out the online version of a DD Form 1556. Section A of the 1556 form involves personal information about the employee. Some of the information will be entered for you, based on the employee's personnel records in ETMS Web. You will need to provide the remaining information by using the text boxes and drop-down lists on the page

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT				Document Number (optional) <input type="text"/>	
Section A - TRAINEE/APPLICANT INFORMATION					
1. Employee Name ROGER WATERS		2. Social Security Number 787-87-8787		3. Education Level	
4. Home Address (optional) <input type="text"/> <input type="text"/>		5. Home Phone (optional) <input type="text"/> - <input type="text"/> - <input type="text"/>		6. Work Phone (Commercial) <input type="text"/> - <input type="text"/> - <input type="text"/>	
				7. Work Phone (DSN) <input type="text"/> - <input type="text"/>	
8. Position Title Elevator Operator		9. Position Level Please select <input type="text"/>		10. Comments (if Position Level is Other) <input type="text"/>	
				11. Pay Plan/Series/Grade/Step GS-10	
12. Organization Name <input type="text"/>		13. Organization Mailing Address <input type="text"/> <input type="text"/>		14. Type of Appointment Please select <input type="text"/>	
				15. Handicapped? Select One <input type="text"/>	

You won't need to fill out the 1556 form during this presentation. Click on the **Next Slide button to continue the presentation.**

Click here to view more information about the individual fields.



Section B of the online 1556 form involves information about the training that is being requested. Again, information already in the ETMS Web system will be supplied for you. You will be responsible for supplying the rest.

Section B - TRAINING COURSE DATA		
16. Course Title NAESA Annual Elevator Safety Workshop		17. Training Objective Complete annual refresher requirement.
18. Recommended Training Source, School, or Facility		
a. Training Source Name National Association Elevator Safety Authorities	b. Training Source Mailing Address 4541 North 12th Street, , Phoenix,AZ,85014	c. Location of Training Site <i>Make same as 18b</i>
Phone: 912-327-7321 DSN:		
19. Course Codes		
a. Purpose Please select	b. Source Please select	c. Security Clearance Please select
d. Priority Mission Sustainment (2)		e. Method ACC SUBSTITUTE
20. Course Hours 0	21. Course Identifiers a. SAID	b. Catalog Course Number NAESA
c. Offering/TLN (optional)	22. Training Start Date (mm/dd/yyyy)	23. Training End Date (mm/dd/yyyy)

Click on the **Next Slide button** to continue the presentation.

Click here to view more information about the individual fields.



Section C of the online form lists funding information. At the drafting stage, you will not need to supply any information regarding funding. You may, however, add optional Tracking Fields to the form, such as a Job Order Number or a Travel Order Number.

Section C - COST INFORMATION			
24. Direct Costs	Cost	Card Holder Name	Card Holder Phone
a. Tuition	\$350.00		
b. Materials	\$0.00		
c. Cost Total	\$350.00		
25. Indirect Costs			
a. Travel	\$260.00		
b. Per Diem	\$396.00		
c. Total	\$656.00		
26. Total Direct and Indirect Costs	\$1,006.00	27. Tracking Fields	
		a. Job Order Number (optional)	b. Travel Order (optional)
		<input type="text"/>	<input type="text"/>

Click on the Next Slide button to continue the presentation.

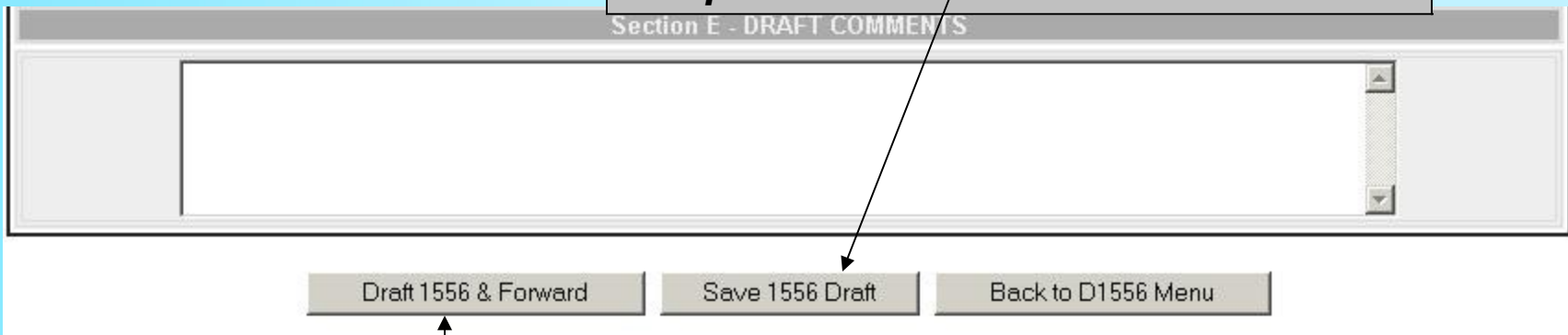
Section D of the online form is a record of ETMS Web users who have taken action on the 1556 form at the various stages of the tracking process. Because we are in the process of drafting the form, no users' names have yet been recorded.

Section D - APPROVAL/CONCURRENCE/CERTIFICATION		
28. Certifying Official Name	29. Certifying Official Phone	30. Date Certified
31. Authorizing Official Name	32. Authorizing Official Phone	33. Date Authorized
34. Coordinating Official Name	35. Coordinating Official Phone	36. Date Coordinated
37. EDS Approver Official Name	38. EDS Approver Official Phone	39. Date EDS Approved
40. Fund Approver Official Name	41. Fund Approver Official Phone	42. Date Fund Approved
43. Procuring Official Name	44. Procuring Official Phone	45. Date Procured

Click on the Next Slide button to continue the presentation.

Section E, the final section of the online form, allows you to enter any comments or additional information that you think may be beneficial to the supervisor to whom you will be sending the form. When you have completed the form, you will select to Draft the form and forward it to another user.

Note: If you are unable to complete the form at this time, you can use the Save 1556 Draft feature. Any information you have entered will be saved, and you can retrieve the form at a later time to complete it.



If you have completed the form, then you are ready to send it to the employee's supervisor for certification. Click on the Draft 1556 & Forward button now to continue this presentation.

Any time you forward a DD 1556, ETMS Web will prompt you to specify the user to whom you will route the form. Because the form has just been drafted, the next stage of the tracking process is Certification. The user to whom you route the form must be a Supervisor and must have an active ETMS Web account. The user must also have access to the employee for whom the form was drafted.

DD1556 Module Draft - Route to Supervisor

Search for ETMS Supervisor to route to:

Type in the user's last name (you may enter just the first 6 characters of the last name if the name is longer than 6 characters) OR type the employee's last name and first name separated with a comma. Example: Doe, John OR you can leave the field blank to retrieve a list of all users to whom you can route the form.

When forwarding a 1556, you may search for a specific ETMS Web user by his/her last name. Alternatively, you can leave the search field blank and simply click on the Search button to retrieve a list of ALL users to whom you can route the form (I.e., all users who meet the required criteria). For the purpose of this presentation, we want to route the form to a supervisor whose last name is "McVisor." Click on the **Search button now to continue this presentation.**

The next page of the search process shows you any Supervisor-level ETMS Web users who matched your search criteria and who have access to the employee for whom the DD 1556 was drafted. You have the option of performing a new search with different criteria, or selecting the Supervisor to whom you want to route the form.

DD1556 Module Draft - Route to Supervisor

Select an ETMS Supervisor

Employee	User ID	Pas Code	Office Symbol
▶ MCVISOR, JIM	MCVISOR	MU1MF160	CC

1 results for query:

Search for ETMS Supervisor to route to:

Type in the user's last name (you may enter just the first 6 characters of the last name if the name is longer than 6 characters) **OR** type the employee's last name and first name separated with a comma. Example: Doe, John **OR** you can leave the field blank to retrieve a list of all users to whom you can route the form.

We want to route the form to Supervisor Jim McVisor. Click on Mcvisor, Jim now to continue this presentation.

If the form is routed successfully to the Supervisor, a confirmation screen will show you a completed version of the 1556 form. Note that the entire form is not shown here.

DD1556 Module Draft DD1556

DD1556 has been drafted and routed to JIM MCVISOR (MCVISOR).

AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT		Document Number
		Control Number: MU0232409000
Section A - TRAINEE/APPLICANT INFORMATION		
2. Social Security Number 787-87-8787	3. Education Level	
5. Home Phone 555-555-5555	6. Work Phone (Commercial) 444-444-4444	7. Work Phone (DSN) 897-8333
9. Position Level Executive	10. Comments (if Position Level is <i>Other</i>)	11. Pay Plan/Series/Grade/Step GS10
13. Organization Mailing Address 600 LOGISTICS AVE. BLDG. 600 RM. 202 SACRAMENTO, 90000	14. Type of Appointment Career	15. Handicapped? No

Print D1556

Back to D1556 Menu

Click on the Table of Contents button now to return to the presentation's main menu.



Two buttons appear at the bottom of the completed online form:

- 1) The Print DD1556 button allows you to view a printable copy of the online form.**
- 2) The Back to DD1556 Menu button takes you back to your main menu of 1556 Tracking options.**

The processes of Certifying and Authorizing a 1556 are virtually identical. Both are performed by a Supervisor-level user with an active ETMS Web account. The user must have access to the employee for whom the 1556 was drafted.

ETMSWeb Main Screen for Supervisor JIM MCVISOR

Employee Individual Development Plan (IDP Workspace)

Manage IDP	Course Catalog
Recurring Worksheet	Recurring Course Catalog
1556 Functions (Items pending)	
Training Requirements	
Create Requirement	Go
Recurring Training Requirements	
Create Recurring Requirement	Go
System Maintenance	
Change Password	Go

This user's main screen shows him that there is at least one 1556 that is awaiting his action. From the main screen, click on 1556 Functions.

The 1556 Functions screen shows any DD 1556 Forms that have been routed to you and are awaiting action from you. Numbered buttons will tell you how many forms are awaiting action from you at any given stage of the tracking process.

DD1556 Functions

Select a function below from your pending DD1556 items.

DD1556 Status Information	
Saved DD1556's	
Saved Drafts	0
Returned DD1556's	
Returned to Draft	0
Returned to Certification	0
Returned to Authorization	0
Local Unit Funded DD1556's	
Pending Certification	<u>1</u>
Pending Authorization	0

DD1556 Functions	
View DD1556s:	<input type="text" value="Saved Drafts"/> <input type="button" value="Go"/>
Lookup DD1556:	<input type="text"/> <input type="button" value="Go"/>
Cancel DD1556:	<input type="text"/> <input type="button" value="Go"/>
<input type="button" value="Draft DD1556"/> <input type="button" value="Cancel DD1556"/>	
<input type="button" value="View Other Supervisor's DD1556s"/>	

We have one form that is awaiting action at the Certification stage of the process. To retrieve the form, click on the underlined link

The next page lists the 1556 forms that are awaiting action at the selected tracking stage (in this case, the Certification stage). You select the form that you want to act upon by clicking on its Control Number. You will notice that you can choose to Certify and Authorize the form simultaneously.

If you wanted to Certify and Authorize a form simultaneously, you would check the Authorize Also? check box by clicking in it.

DD1556 Module Certify DD1556

You are viewing 1556's that are pending certification

Select a DD1556 to certify or click the ? to view the 1556 form:

Authorize Also?	Control Number	Employee Name	Dates of Training	Document Number	Course Title
<input checked="" type="checkbox"/>	? MU0229710000	ROGER WATERS	12/1/2002 - 12/2/2002		Annual Elevator Safety Workshop

Back to DD1556 Menu

We've determined that this is the 1556 form on which we want to take action. We've also specified that we are going to Certify and Authorize the form simultaneously. Now, click on the form's Control Number.

Certify/Authorize a 1556

After you select a form, you will be taken to the Certification page, which allows you to take action on the form. From this page, you can add tracking numbers to the form, update the priority of the training requirement, or change your personal phone number and e-mail address.

DD1556 Module Certify & Authorize DD1556

Please verify the following information before certifying this 1556. Click the control number to view the complete 1556. After completing this screen you will pick who to route the 1556 to.

Control Number: [MU0232409000](#) Employee: **ROGER WATERS**
Course: **NAESA Annual Elevator Safety Workshop**
Training Name: **National Association Elevator Safety Authorities**
Document Number:
Travel Order:
Job Order Number:
Priority:
Start of Training: **12/1/2002** End of Training: **12/2/2002**

Please verify your contact information as this is how it will appear on the 1556.

Your Name: **JIM MCVISOR**
Your Phone Number: - -
Your Email Address:

You can optionally add a Document Number, Travel Order Number, or Job Order Number to the form by typing in the text boxes.

You can change the priority assigned to the training requirement using the drop-down list provided.

You can also change your phone number or e-mail

Click on the Next button to view the rest of the Certification page.



The bottom part of the Certification page allows you to act on the 1556 form. You can enter a comment in the text box provided. Entering a comment is mandatory only if you decide to Uncertify the form or Return it to the Drafter.

Direct Costs		Indirect Costs	
Tuition:	\$350.00	Travel:	\$260.00
Materials:	\$0.00	Per Diem:	\$396.00

Comments: (Maximum 255 characters)

Comment history:
 Certification:
 Authorization:
 Coordination:
 Approve:

Certify & Authorize & Forward
Uncertify
Return to Drafter

Back to D1556 Menu

If you Certify and forward a form, it will be routed to the user who will be responsible for the next step of the tracking process.

If you Uncertify a form, it is effectively Canceled. No further action can be taken on it.

If you Return a Form to the Drafter, it will be routed back to the user who drafted it. He or

Click on Certify & Authorize & Forward now to continue this presentation.

A dialog box prompts you to confirm that you want to Certify and/or Authorize the form.

Direct Costs		Indirect Costs	
Tuition:	\$350.00	Travel:	\$260.00
Materials:	\$0.00	Per Diem:	\$396.00

Comments: (Maximum 255 characters)

Comment

Certificatio

Authorizati

Coordinati

Approve:

Are you sure you want to certify and authorize this 1556?

OK Cancel

Certify & Authorize & Forward Uncertify Return to Drafter

Back to D1556 Menu

*Click on **OK** to indicate that you want to Certify and Authorize the form.*

ETMS Web will now prompt you to specify the user to whom you will route the form. If you have only Certified the form, then you will route the form to another Supervisor to perform Authorization. However, if you have already Certified and Authorized the form simultaneously (as we have done in this presentation), then you will route the form to a Training Manager who will perform the Coordination stage of the tracking process.

DD1556 Module Certify & Authorize - Route to Training Manager

Search for ETMS Training Manager to route to:

Type in the user's last name (you may enter just the first 6 characters of the last name if the name is longer than 6 characters) **OR** type the employee's last name and first name separated with a comma. Example: Doe, John **OR** you can leave the field blank to retrieve a list of all users to whom you can route the form.

When forwarding a 1556, you may search for a specific ETMS Web user by his/her last name. Alternatively, you can leave the search field blank and simply click on the Search button to retrieve a list of ALL users to whom you can route the form (I.e., all users who meet the required criteria). For the purpose of this presentation, we want to route the form to a Training Manager whose last name is "McTrainer." Click on the **Search** button now to continue this presentation.

The next page of the search process shows you ETMS Web users who matched your search criteria and who have access to the employee named on the DD1556. You have the option of performing a new search with different criteria, or selecting the user to whom you want to route the form.

DD1556 Module Certify & Authorize - Route to Training Manager

Select an ETMS Training Manager

Employee	User ID	Pas Code	Office Symbol
----------	---------	----------	---------------

► MCTRAINER, BOB	MCTRAIN	MU1MF160	CC
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1 results for query: MCTRAIN

Search for ETMS Training Manager to route to:

<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
----------------------	---------------------------------------	--------------------------------------

Type in the user's last name (you may enter just the first 6 characters of the last name if the name is longer than 6 characters) **OR** type the employee's last name and first name separated with a comma. Example: Doe, John **OR** you can leave the field blank to retrieve a list of all users to whom you can route the form.

Click on Mctrainer, Bob now to continue this presentation.

A confirmation screen will let you know that the form was routed successfully to the next user.

DD1556 Module Certify DD1556

DD1556 certified, authorized, and routed to BOB MCRAINER (Userid MCRAIN).

Certify Another D1556

Back to D1556 Menu

Click on the **Table of Contents** button now to return to the presentation's main menu.

Viewing Forms at Various Stages of Completion

You can view forms that are at various stages in the 1556 Tracking process. Begin from the ETMS Web main screen and use the 1556 Functions button to go to the 1556 Tracking menu.

Note: You can view only those forms on which you have taken some action. For example, forms that you Drafted or Certified.

ETMSWeb Main Screen for Supervisor JIM MCVISOR

Employee Individual Development Plan (IDP Workspace)

Manage IDP	Course Catalog
Recurring Worksheet	Recurring Course Catalog
1556 Functions	

Training Requirements

Create Requirement	Go
--------------------	----

Recurring Training Requirements

Create Recurring Requirement	Go
------------------------------	----

System Maintenance	Change Password	Go
--------------------	-----------------	----

From the ETMS Web main screen, click on 1556 Functions to go to the main menu of 1556 Tracking options.

Viewing Forms at Various Stages of Completion

The 1556 Functions page has a “View” drop-down list that shows you the various stages of the 1556 Tracking process. You can view forms that are currently awaiting action at a particular stage of the process.

DD1556 Functions

Select a function below from your pending DD1556 items.

DD1556 Status Information	
Saved DD1556's	
Saved Drafts	0
Returned DD1556's	
Returned to Draft	0
Returned to Certification	0
Returned to Authorization	0
Local Unit Funded DD1556's	
Pending Certification	0
Pending Authorization	0

DD1556 Functions	
View DD1556s:	<input type="text" value="Saved Drafts"/> <input type="button" value="Go"/>
Lookup DD1556:	<input type="text"/> <input type="button" value="Go"/>
Cancel DD1556:	<input type="text"/> <input type="button" value="Go"/>
<input type="button" value="Draft DD1556"/> <input type="button" value="Cancel DD1556"/>	

[View Other Supervisor's DD1556s](#)

The View drop-down list will show you the various stages of the 1556 tracking process. You will select the stage for which you want to view 1556 forms. To view the various options, *click on the arrow* next to the drop-down list now.

Viewing Forms at Various Stages of Completion

The 1556 Functions page has a "View" drop-down list that shows you the various stages of the 1556 Tracking process. You can view forms that are currently awaiting action at a particular stage of the process.

DD1556 Functions

Select a function below from your pending DD1556 items.

DD1556 Status Information	
Saved DD1556's	
Saved Drafts	0
Returned DD1556's	
Returned to Draft	0
Returned to Certification	0
Returned to Authorization	0
Local Unit Funded DD1556's	
Pending Certification	0
Pending Authorization	0

DD1556 Functions	
View DD1556s:	<div> <div>Saved Drafts</div> <div>▼</div> <div>Go</div> </div>
Lookup DD1556:	<div> <div>Saved Drafts</div> <div>Go</div> </div>
Cancel DD1556:	<div> <div>Cancelled</div> <div>Go</div> </div>
	<div> <div>Pending Certification</div> <div>Go</div> </div>
	<div> <div>Pending Authorization</div> <div>Go</div> </div>
	<div> <div>Pending Coordination</div> <div>Go</div> </div>
	<div> <div>Pending Non-Funded Approval</div> <div>Go</div> </div>
	<div> <div>Pending EDS Approval</div> <div>Go</div> </div>
	<div> <div>Pending Fund Approval</div> <div>Go</div> </div>
	<div> <div>Pending Procurement</div> <div>Go</div> </div>
	<div> <div>Pending Completion</div> <div>Go</div> </div>
	<div> <div>Completed</div> <div>Go</div> </div>

We want to view 1556 forms that are awaiting action from a training manager at the Coordination stage. **Click on Pending Coordination now to select that option from the drop-down list.**

Viewing Forms at Various Stages of Completion

The 1556 Functions page has a “View” drop-down list that shows you the various stages of the 1556 Tracking process. You can view forms that are currently awaiting action at a particular stage of the process.

DD1556 Functions

Select a function below from your pending DD1556 items.

DD1556 Status Information	
Saved DD1556's	
Saved Drafts	0
Returned DD1556's	
Returned to Draft	0
Returned to Certification	0
Returned to Authorization	0
Local Unit Funded DD1556's	
Pending Certification	0
Pending Authorization	0

DD1556 Functions	
View DD1556s:	<div> Pending Coordination </div> <div>Go</div>
Lookup DD1556:	<div></div> <div>Go</div>
Cancel DD1556:	<div></div> <div>Go</div>
<div>Draft DD1556</div> <div>Cancel DD1556</div>	

View Other Supervisor's DD1556s

Click on the Go button now to view forms that are pending action at the Coordination stage.

Viewing Forms at Various Stages of Completion

The next page will list any 1556 forms that are awaiting action at the stage of the tracking process you selected. Note that you will see only those forms that you have taken action on at some point.

DD1556 Module Pending Coordination DD1556

You are viewing 1556's that are Pending Coordination

Click the  to view the 1556 form:

Control Number	Employee Name	Dates of Training	Document Number	Course Title
 MU0229710000	ROGER WATERS	12/1/2002 - 12/2/2002		Annual Elevator Safety Workshop

Back to DD1556 Menu

Click on the **question mark** now to view that particular 1556 form.

Viewing Forms at Various Stages of Completion

The next page displays the online 1556 form. Note that the entire form is not shown here.

DD1556 Module Draft DD1556

Two buttons appear at the bottom of the online form:

- 1) *The Print DD1556 button allows you to view a printable copy of the online form.*
- 2) *The Back to DD1556 Menu button takes you back to your main menu of 1556 Tracking options.*

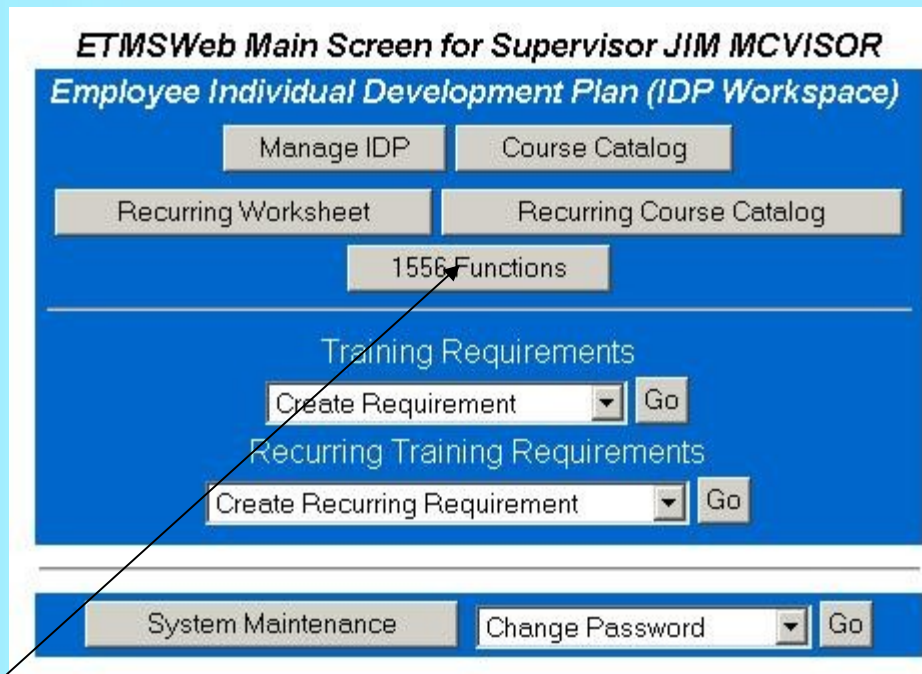
N, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT			Document Number
			Control Number: MU0232409000
Section A - TRAINEE/APPLICANT INFORMATION			
2. Social Security Number 787-87-8787	3. Education Level		
5. Home Phone 555-555-5555	6. Work Phone (Commercial) 444-444-4444	7. Work Phone (DSN) 897-8333	
9. Position Level Executive	10. Comments (if Position Level is Other)	11. Pay Plan/Series/Grade/Step GS10	
13. Organization Mailing Address 600 LOGISTICS AVE. BLDG. 600 RM. 202 SACRAMENTO, 90000		14. Type of Appointment Career	15. Handicapped? No

Print D1556

Back to D1556 Menu

*Click on the **Table of Contents** button now to return to the presentation's main menu.*

A 1556 can be canceled in ETMS Web by the user who drafted it any time before the form has been approved by E&T. When a form is canceled, the corresponding training requirement will return to Validated status. Begin from the ETMS Web main screen and use the 1556 Functions button to go to the 1556 Tracking menu.



ETMSWeb Main Screen for Supervisor JIM MCVISOR
Employee Individual Development Plan (IDP Workspace)

Manage IDP Course Catalog

Recurring Worksheet Recurring Course Catalog

1556 Functions

Training Requirements

Create Requirement Go

Recurring Training Requirements

Create Recurring Requirement Go

System Maintenance Change Password Go

From the ETMS Web main screen, click on 1556 Functions to go to the main menu of 1556 Tracking options.

Clicking on the Cancel 1556 button will retrieve a list of 1556 forms that you are authorized to cancel.

From the DD1556 Module Functions screen, click on Cancel 1556.

DD1556 Functions

Select a function below from your pending DD1556 items.

DD1556 Status Information	
Saved DD1556's	
Saved Drafts	0
Returned DD1556's	
Returned to Draft	0
Returned to Certification	0
Returned to Authorization	0
Local Unit Funded DD1556's	
Pending Certification	0
Pending Authorization	0

DD1556 Functions	
View DD1556s:	<input type="text" value="Saved Drafts"/> <input type="button" value="Go"/>
Lookup DD1556:	<input type="text"/> <input type="button" value="Go"/>
Cancel DD1556:	<input type="text"/> <input type="button" value="Go"/>
<input type="button" value="Draft DD1556"/> <input type="button" value="Cancel DD1556"/>	
<input type="button" value="View Other Supervisor's DD1556s"/>	

The next page lists any 1556 forms that you are authorized to cancel. From this page, you will select a form by clicking on its Control Number. You will be shown more details about the form, and will then be given the opportunity to cancel it.

DD1556 Module Cancel DD1556

You are viewing 1556's that you can cancel

Select a DD1556 to cancel or click the  to view the 1556 form:

Control Number	Employee Name	Dates of Training	Document Number	Course Title
 MU0231109000	DAVID GILMOUR	12/5/2002 - 12/6/2002		Annual Civilian Personnel Training

Back to DD1556 Menu

Click on the control number of the training requirement now.

This page displays information about the 1556 form that you selected. If you want to cancel the form, you will need to type an explanation for the cancellation in the Comments text box.

DD1556 Module Cancel DD1556

Please enter reason for cancelling and then click the "Cancel 1556" button to cancel this 1556.

Control Number:	MU0231109000	Employee:	DAVID GILMOUR
Document Number:			
Course:	Annual Civilian Personnel Training		
Training Name:	Robins AFB (78th Support Group, Civilian Personnel		
Start of Training:	12/5/2002	End of Training:	12/6/2002
Direct Costs		Indirect Costs	
Tuition:	\$0.00	Travel:	\$282.00
Materials:	\$0.00	Per Diem:	\$172.00
<p><small>Please verify your contact information as this is how it will appear on the 1556. If it is not correct, please contact your superior to have it updated.</small></p>			
Your Name:	JIM MCVISOR		
Your Phone Number:	786-675-9790		
Your Email Address:	myname@mybase.af.mil		
Priority:	Mission Sustainment (2)		
Comments: (Maximum 255 characters) <div> Employee has already received this training. </div>			
<div>Cancel 1556</div>			

Click on the Cancel 1556 button now.

Back to D1556 Menu

A dialog box prompts you to confirm that you want to Cancel the form.

DD1556 Module Cancel DD1556

Please enter reason for cancelling and then click the "Cancel 1556" button to cancel this 1556.

Control Number:	MU0231109000	Employee:	DAVID GILMOUR
Document Number:			
Course:	Annual Civilian Personnel Training		
Training Name:	Robins AFB (78th Support Group, Civilian Personnel		
Start of Training:	12/5/2002	End of Training:	12/6/2002
Direct Costs		Indirect Costs	
Tuition:	\$0.00	Travel:	\$282.00
Materials:	\$0.00	Per Diem:	\$172.00

Please verify your contact information as this is how it will appear on the 1556. If it is not correct, please contact your superior to have it updated.

Your Name: [JIM MCWISOB](#)

Your Phone:

Your Email:

Priority:

Comments:

Employee:

Cancel 1556

Back to D1556 Menu

Microsoft Internet Explorer

Are you sure you want to cancel this 1556?

OK Cancel

*Click on **OK** to indicate that you want to Cancel the form.*

A confirmation screen tells you that the form was cancelled.

DD1556 Module Cancel DD1556

1556 has been cancelled.

Cancel Another D1556

Back to D1556 Menu

Click on the **Table of Contents** button now to return to the presentation's main menu.

Lookup a 1556 via Control Number

If you know the control number of a training requirement, you can use the number to search for a 1556 form built for that requirement. Begin from the ETMS Web main screen and use the 1556 Functions button to go to the 1556 Tracking menu.

ETMSWeb Main Screen for Supervisor JIM MCVISOR
Employee Individual Development Plan (IDP Workspace)

Manage IDP	Course Catalog
Recurring Worksheet	Recurring Course Catalog
1556 Functions	
Training Requirements	
Create Requirement	Go
Recurring Training Requirements	
Create Recurring Requirement	Go
System Maintenance	
Change Password	Go

From the ETMS Web main screen, click on 1556 Functions to go to the main menu of 1556 Tracking options.

Lookup a 1556 via Control Number

In the Lookup DD1556 text box, you will type in the control number of the training requirement you want to search for.

Click on the Go button now to continue this presentation.

DD1556 Functions

Select a function below from your pending DD1556 items.

DD1556 Status Information	
Saved DD1556's	
Saved Drafts	0
Returned DD1556's	
Returned to Draft	0
Returned to Certification	0
Returned to Authorization	0
Local Unit Funded DD1556's	
Pending Certification	0
Pending Authorization	0

DD1556 Functions	
View DD1556s:	<input type="text" value="Saved Drafts"/> <input type="button" value="Go"/>
Lookup DD1556:	<input type="text" value="MU0232409000"/> <input type="button" value="Go"/>
Cancel DD1556:	<input type="text"/> <input type="button" value="Go"/>
<input type="button" value="Draft DD1556"/> <input type="button" value="Cancel DD1556"/>	
<input type="button" value="View Other Supervisor's DD1556s"/>	

Lookup a 1556 via Control Number

If a 1556 in ETMS Web matches the control number that you entered, then this page will display information about the form, including the status that the form is currently in and what user is responsible for taking the next action on the form. You can view the entire form by clicking on its control number.

DD1556 Module Lookup DD1556

DD1556 Status Information for control number [MU0232409000](#) (Click control number to view form)

Status: **Pending Coordination**

	Name	Email	Phone	Date
Drafter:	JIM MCVISOR	myname@mybase.af.mil	786-675-9790	
Waiting on User:	BOB MCTRAINER	myname@mybase.af.mil	654-978-6546	Nov 20 2002 10:11AM
Who can Cancel:	JIM MCVISOR	myname@mybase.af.mil	786-675-9790	

[Back to D1556 Menu](#)

Click on the control number now to continue this presentation.

Lookup a 1556 via Control Number

The next page displays the online 1556 form. Note that the entire form is not shown here.

DD1556 Module Draft DD1556

Two buttons appear at the bottom of the online form:

- 1) *The Print DD1556 button allows you to view a printable copy of the online form.*
- 2) *The Back to DD1556 Menu button takes you back to your main menu of 1556 Tracking options.*

N, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT			Document Number
			Control Number: MU0232409000
Section A - TRAINEE/APPLICANT INFORMATION			
2. Social Security Number 787-87-8787	3. Education Level		
5. Home Phone 555-555-5555	6. Work Phone (Commercial) 444-444-4444	7. Work Phone (DSN) 897-8333	
9. Position Level Executive	10. Comments (if Position Level is Other)	11. Pay Plan/Series/Grade/Step GS10	
13. Organization Mailing Address 600 LOGISTICS AVE. BLDG. 600 RM. 202 SACRAMENTO, 90000		14. Type of Appointment Career	15. Handicapped? No

Print D1556

Back to D1556 Menu

*Click on the **Table of Contents** button now to return to the presentation's main menu.*

Access Another User's 1556 List

For 1556 Tracking purposes, you have the option of accessing another user's 1556 Functions menu in order to view or act on those forms that are awaiting action from that user. In order for you to view someone else's menu, he or she must be a "lateral user." That is, he or she must be of the same profile level as yourself (e.g., Supervisor, Training Manager, etc.) and must have access to the same employee records as yourself. Additionally, there must be at least one 1556 form that is awaiting (pending) action by that user.

ETMSWeb Main Screen for Supervisor BETTY JONES

Employee Individual Development Plan (IDP Workspace)

Manage IDP Course Catalog

Recurring Worksheet Recurring Course Catalog

1556 Functions

Training Requirements

Create Requirement Go

Recurring Training Requirements

Create Recurring Requirement Go

System Maintenance Change Password Go



From the ETMS Web main screen, click on 1556 Functions to go to the main menu of 1556 Tracking options.

Access Another User's 1556 List

From the 1556 Functions menu, you'll use the Look at other Supervisor's 1556s button at the bottom of the screen.

DD1556 Functions

Select a function below from your pending DD1556 items.

DD1556 Status Information	
Saved DD1556's	
Saved Drafts	0
Returned DD1556's	
Returned to Draft	0
Returned to Certification	0
Returned to Authorization	0
Local Unit Funded DD1556's	
Pending Certification	0
Pending Authorization	0

DD1556 Functions	
View DD1556s:	<input type="text" value="Saved Drafts"/> <input type="button" value="Go"/>
Lookup DD1556:	<input type="text"/> <input type="button" value="Go"/>
Cancel DD1556:	<input type="text"/> <input type="button" value="Go"/>
<input type="button" value="Draft DD1556"/> <input type="button" value="Cancel DD1556"/>	
<input type="button" value="View Other Supervisor's DD1556s"/>	

Click on Look at other Supervisor's 1556s now to continue this presentation.

Access Another User's 1556 List

The next page will list any “Lateral” users who have 1556s pending action. You will select the user whose 1556 Functions menu you want to view.

View Other Supervisor's DD1556s
Select a name

Name	PasCode	Office Symbol
▶ BYRD, DARRELL L	ED1MFDTT	DPMPs
▶ DUKER, YVONNE P	ED1MFDTT	DPF
▶ VISOR1, BOB	ED1MFDTT	DP

[Return to DD1556 Menu](#)

Bob Visor1 is a “lateral user.” He is another supervisor who has access to the same employees we do. He also has at least one 1556 that is awaiting action from him. Click on Visor1, Bob now to view his 1556 Functions menu.

Access Another User's 1556 List

The next page shows the lateral user's 1556 menu. You will be able to view forms, act on forms, or perform any other 1556 function that this user himself would be able to perform.

DD1556 Functions

Select a function below from BOB VISOR1's pending DD1556 items.

DD1556 Status Information	
Saved DD1556's	
Saved Drafts	0
Returned DD1556's	
Returned to Draft	0
Returned to Certification	0
Returned to Authorization	0
Local Unit Funded DD1556's	
Pending Certification	<u>1</u>
Pending Authorization	0

DD1556 Functions	
View DD1556s:	<input type="text" value="Saved Drafts"/> <input type="button" value="Go"/>
Lookup DD1556:	<input type="text"/> <input type="button" value="Go"/>
Cancel DD1556:	<input type="text"/> <input type="button" value="Go"/>
<input type="button" value="Draft DD1556"/> <input type="button" value="Cancel DD1556"/>	

View Your DD1556s

View Other Supervisor's DD1556s

Click on the Table of Contents button now to return to the presentation's main menu.

All fields in this section of the form are mandatory unless stated otherwise.

Document Number

This is an optional tracking number that you can use to reference a form.

1. Employee Name

Will be pre-filled by ETMS Web.

2. Social Security Number

Will be pre-filled by ETMS Web.

3. Education Level

Will be pre-filled by ETMS Web.

4. Home Address*

Enter the employee's home address. This field is optional unless the training requirement is part of a civilian tuition assistance program.

5. Home Phone*

Enter the employee's area code and home phone number. This field is optional unless the training requirement is part of a civilian tuition assistance program.

6. Work Phone (Commercial)*

Enter the employee's area code and commercial work phone number.

7. Work Phone (DSN)*

Enter the employee's DSN phone number.

8. Position Title

The employee's present position title. This will be pre-filled by ETMS Web.

9. Position Level

From the drop-down list provided, select the option that describes the employee's position level. If none of those listed apply, select Other.

10. Comments (If Position Level is Other)

If you selected *Other* in item 10, you must describe the position level here.

11. Pay Plan/Series/Grade/Step

This will be pre-filled by ETMS Web.

12. Organization Name*

Enter the name of the employee's organization.

13. Organization Mailing Address*

Enter the mailing address of the employee's organization.

14. Type of Appointment

From the drop-down list provided, select the employee's appointment type.

15. Handicapped?

Select Yes or No from the drop-down list provided to indicate whether or not the employee has a disability that necessitates special arrangements.

* The employee's training manager can add this information to an employee's profile in ETMS Web via the "Update Personnel" function. If the information is added to the employee's profile, then it will be automatically added to any 1556 forms created for that employee.

Click on this button to return to the process of drafting a DD 1556.

All fields in this section of the form are mandatory unless stated otherwise.

16. Course Title

The course title will be provided by ETMS Web.

17. Training Objective

The training objective will appear as it was typed when the requirement was created. You may, however, change the objective by typing over it.

18. Recommended Training Source, School, or Facility**a. Training Source Name**

Will be provided by ETMS Web.

b. Training Source Mailing Address

Will be provided by ETMS Web.

c. Location of Training Site

In the spaces provided, enter the address of the training location. Include building and room number, if the information is available. *Note:* If the training location address is the same as the training source mailing address, you can click on [Make same as 18b](#) to populate this field automatically.

19. Course Codes**a. Purpose**

From the drop-down list provided, select the purpose of the training.

b. Source

From the drop-down list provided, select the training source.

b. Security Clearance

From the drop-down list provided, select the security clearance level needed to attend the training.

c. Priority

The priority selected will match the priority that was selected when the employee's training requirement was built. To change the priority, select a different one from the drop-down list.

d. Method

Will be provided by ETMS Web.

Click on this button to view the rest of the fields in Section B of the online 1556.

20. Course Hours

This is the total number of hours the course takes. It will be provided by ETMS Web.

21. Course Identifiers

- a. **SAID**
Will be provided by ETMS Web.
- b. **Catalog Course Number**
Will be provided by ETMS Web.
- c. **Offering/TLN**
Enter the TLN. This field is optional.

22. Training Start Date (mm/dd/yyyy)

In the specified format, enter the expected start date of the training event.

23. Training End Date (mm/dd/yyyy)

In the specified format, enter the expected end date of the training event.

***Click on this button to return
to the process of drafting a
DD 1556.***